

# Public Records Request Form

The Town of Erving provides this form to assist the public in making a request for public documents or records. Use of this form is optional and it is offered only as a convenience to the public. Any request for public records, whether verbal, written on this form, written in some other format, will be acknowledged and replied to as per law.

### Requestor's Information

**Name of Individual:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Street

State

Zip Code

Telephone: \_\_\_\_\_

---

**E-Mail**

Please provide a description of the documents or records requested. Be as specific as possible. Use additional sheets of paper for your request if necessary.

---

*For Official Use Only*

Date Received: \_\_\_\_\_ Date of Response: \_\_\_\_\_

**RAO:** \_\_\_\_\_

**Describe Response:**